Travel Office

New Travel Authorization Process
Presented by Finance Division
UHCL Travel Office

The UHCL Travel Office is a part of Accounts Payable, a department in the Finance Division.

Mission Statement

The Travel Office is committed to supporting the educational mission of the university through exceptional customer service to the university community, providing timely and accurate reimbursement processing, and ensuring compliance with UHCL, UH System, and State of Texas guidelines.
It always begins with a TEAM!
Objectives

• New Travel Authorization Process
• New Travel Authorization Form
• Travel Authorization Instructions
• Encumbering Funds on a Travel Purchase Order
• Travel Purchase Order Instructions
• New Travel Expense Report
• FAQs
• Resources
• Contact Information
The New Travel Authorization Process

Effective for Travel on or after

Sept. 1, 2020
The New Travel Authorization Process

• The process is changing in an effort to expedite the travel reimbursement time.
The New Travel Authorization Process

• Travel Authorization (TA) forms are still required prior to traveling to guarantee that UHCL has approved the travel.
The New Travel Authorization Process

• Departments are responsible for processing, encumbering and electronically storing the approved TAs.
The New Travel Authorization Process

- Encumbering the funds for travel ensures the availability of funds and coverage. Do not use state funds for travel.
The New Travel Authorization Process

- Designate staff member as a “Buyer” with the role of “Creator” in PeopleSoft Finance
- Instructions to request PS access
- PS Security Access form
The New Travel Authorization Process

• Encumber funds on a Travel PO in Business Unit TR759

• Travel PO Instructions are available
The New Travel Authorization Process

• The only time the Travel Office will need a copy of the TA is when airfare purchase, hotel travel card, car rental, or international travel insurance is needed.
New TA form

- The traveler or the traveler’s department fills out the TA with the department filling out the “For Departmental Use Only” section.
Departmental Travel Authorization Form
(for travel beginning 9/1/2020)

- See Instruction tab for instructions and more information

- Traveler Name - First: ___________________________ M.I.: _____ Last Name: ___________________________

  Gender as per govt ID: ___________________
  Phone Ext: ___________________
  Accounts Payable Vendor ID#: ___________________

  Title of traveler: ___________________________
  Department: ___________________________

  Traveler’s email: ___________________________

  Dates of travel: ___________ to ___________
  * If any dates will be spent primarily on non-business activities, specify those here: ___________________________

  Check one:
  * Foreign Travel □  Domestic Travel □

  Destination: ___________________________

  Purpose of trip: ___________________________

  Benefit to UHCL: ___________________________
### Estimated Expenses Worksheet:

<table>
<thead>
<tr>
<th>Item</th>
<th>Dept Pay</th>
<th>Hotel TAP Card</th>
<th>Reimburse Traveler</th>
<th>UHCL Pay Directly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lodging</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Meals</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mileage - # of Miles</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rental Car/Taxi</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Parking</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Conference Registration</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>International Travel Insurance</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Others (specify):</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Estimated Expenses Sub-Total:** $0.00

**Grand Total:** $0.00

Use the Sub-Total for encumbrance consideration. The Grand Total includes items paid by department which do not need to be encumbered.

- [ ] Check here for approved excess lodging
- [ ] Check here if overages of 10% or less are pre-approved
• The department enters the account code, cost center, speed type, dollar amount approved.

• If the Department is limiting the funds for travel to the dollar amount entered, the check box should be checked.
TA Form Tips cont.

<table>
<thead>
<tr>
<th>SIGNATURE APPROVALS</th>
<th>I have read and understand the UHCL Travel Guidelines, available at:</th>
<th><a href="http://www.uhcl.edu/travel/resources">www.uhcl.edu/travel/resources</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Traveler:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervisor:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Administrator:</td>
<td></td>
<td></td>
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<tr>
<td>Dean/Department Head:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office of Sponsored Programs:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Foreign Travel Approval
President, Sr. VP/Provost, or
VP for traveler’s division

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
<th>Type/Print Name</th>
</tr>
</thead>
</table>

Send copies to Traveler, Business Administrator and: ________________________________
Detailed Changes in Process:

1) The department enters the Account Code on the TA form (Travel used to do this).

2) The CBA/DBA signature on the TA is optional as their official approval will be in PS Finance when they approve and dispatch the Travel PO.

3) The department encumbers the funds for the travel and uploads the approved TA and supporting documents to the Travel PO in PS Finance.

4) The department sends a copy of the Travel PO to the traveler when they send the approved TA copy.

5) The only instances where the department will send the approved TA to the Travel Office is when any of the following requests are made:
   
   a. Airfare purchase (itinerary must be included);
   
   b. Car reservation and/or direct pay;
   
   c. Hotel TAP card;
   
   d. Foreign Travel assistance (information regarding required documents/Travel Insurance card); or
   
   e. Any other special request.

5) To be clear, the Travel Office will not encumber when any of the above requests are made, they only handle the specific requests.
# In Summary – Responsible Parties

<table>
<thead>
<tr>
<th>Traveler/Department</th>
<th>Travel Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete TA</td>
<td></td>
</tr>
<tr>
<td>Acquire Approval Signatures</td>
<td></td>
</tr>
<tr>
<td>Encumber funds on Travel PO (choose designee and a backup)</td>
<td></td>
</tr>
<tr>
<td>Store TA within department</td>
<td></td>
</tr>
<tr>
<td>Contact Travel Office if Airfare, Car Rental, Hotel TAP card, Int’l Travel Ins. card or other assistance is needed.</td>
<td>If requested: Purchase Airfare/Car Rental Issue Hotel TAP card Issue Int’l. Travel Ins. card</td>
</tr>
<tr>
<td>Submit Expense Report within 60 days to the Travel Office with Travel PO # and supporting documentation included</td>
<td>Audit Expense Report</td>
</tr>
<tr>
<td></td>
<td>Reimburse Traveler</td>
</tr>
</tbody>
</table>
Q & A

Q. What if someone travels without having an approved TA on file with their department?

A. This process has not changed.

Traveling without an approved TA on file will require the Head of Department send a memo/email to the Associate VP Finance explaining why Travel Guidelines were not followed and how the Department plans to prevent this from occurring in the future.
Q & A cont.

Q. Does this new TA process affect submitting an expense report for approved travel?

A. Not much. The Travel PO # instead of the T # must be added to the expense report.

Q. What if the department enters an incorrect account code on the TA? Will it affect reimbursement?

A. No
Q. What happens if the department forgets to change the Business Unit to TR759 when encumbering the funds?

A. The Travel Office will have to cancel the PO and the department will have to create the Travel PO using TR759.

*Tip – Travel PO #s will be lower in sequence than regular PO #s.

Example: Travel PO # 0000000905
Reg. PO # 0000044505
Q & A cont.

Q. Will the traveler/department still need to submit supporting documents with the expense report if supporting documents were uploaded to the Travel PO in PeopleSoft?

A. Yes, as actual expenses may vary from the estimates.

Q. Do I need to enter more than one account code on the TA?

A. No
Q & A cont.

Q. What amount on the TA is to be encumbered?
A. Use the “Approved Amount to Encumber” from the TA.

Q. If the department encumbers the funds on a Travel PO, but the traveler spends less than the encumbered funds, how will the excess funds be released back into the cost center?
A. The Travel Office will release funds as soon as all expenses have been paid.
Questions?
Online Resources

PeopleSoft Security Access Form & Instructions
Texas State Travel Policy
Travel Authorization Form
Travel Authorization FAQs
Travel Authorization Instructions
Travel Expense Report
Travel Office Guidelines
Travel Purchase Order Instructions
UHCL Travel Office
UH SAM 03.A.03 - Business Travel
UH System Account Listing
UH System Food & Entertainment Related Account-Fund Restrictions
Contact Information

- UHCL Travel Office Website

- UHCL Travel Office Staff:
  - Rosie Pineda, Director Accounts Payable
  - Leanne Howell, Accounting Specialist
  - Rita Sills, Travel Assistant
  - Melissa Hernandez, Accounting Technician
  - Norma Villanueva, Accounting Technician
  - Netti Oliver, Accounting Technician

- Email: TravelOffice@uhcl.edu

- Phone: 281-283-2270

*Kindly direct all questions to the above email account and phone number.*
Thank you
Have a safe journey